

Records that concern public funds
such as HOT Funds are considered
Public Records under the Texas Public
Information Record Act.

This is a sample of the records only.



MEMO

DATE: August 23, 2007

TO: Kevin Evans
Winston Duke

FROM: Dee Everett

RE: Management Fee for Tourism Contract

I understand that you were looking for a breakdown of the staffing for the Tourism Contract as it applies to the CVB Budget. Kimm was unprepared to answer this question at the budget presentation, and I apologize that I haven't gotten this to you sooner. Because of the nature of the tourism business, at any given moment everyone in the chamber might be working on a tourism project, as it is an integral part of existing business. Because of the size of our staff and the nature of what we do we tend not to "compartmentalize" as much as you might in government. As you know, we've had changes in some of our staffing this year. The breakdown of the 07-08 budget is as follows:

Management & Accounting Services Total:		\$56,650
VP-Tourism.....17,850	Full time position (35% of compensation /Visitor Ctr/Gift Shop other)	
Front Desk/Info.23,000	Full time position	
Bookkeeping.....15,800	40% of our Bookkeeper's position	
56,650		

There are 6 full time employees at the chamber of commerce and the management and accounting services fee represents about 28% of total compensation.

If you have any questions please contact me or Kimm as needed.

November 6, 2008

To: Winston Duke
From: Dee Everett
RE: Questions Regarding Breakdown of Tourism

I apologize for this rough format...I had a computer glitch and totally lost all the information I had neatly put together for you, and was unable to recover it. Here is a quick snapshot of that info with more to come...I hope this is enough for you for tonight.

As I have said before it is very difficult to "compartmentalize" the CVB Staff. At any given moment there could be two people or six working within tourism inside the chamber as it is an integral part of existing business. The guests who come into our lobby or otherwise contact us for assistance get immediate attention, regardless of how much manpower that might require.

As discussed in budget workshops the description in this section of our budget may need some revision. As it stands "personnel costs" related to the contract in the Management and Accounting are labeled as only "Program Administration" and "Information Desk"

Huntsville Convention and Visitors Bureau Whose Salaries and Benefits are going to HCVB accts 931000 "Program Administration" and to 932000 "Information Desk"?
How are amounts determined and what is gross Salaries of employees being charged to these accounts?

931000	VP-Tourism Kimm Thomas.....	18,000/48,000 total salary
931000	Office Manager-Shannon Higbie.....	17,400/33,000 total
932000	Receptionist/Info desk.....	22,000/22,000 total
		57,400/28% of total Chamber Salaries

How are amounts determined for monthly charges to these items (below)?
With the exception of 934000 which is the fee charged for the audit by CPA all other items in this area are a percentage of the overall Chamber Budget line items for these areas. These payments are consistent monthly. If the chamber were to incur a major repair, equipment malfunction, building problem, etc. there would NOT be additional charges to CVB.

934000 - "Auditing & Accounting"	\$3,000
935000 - "Office Supplies"	3,900
941000 - "Building & Equipment"***	14,050
942000 - "Utilities"	6,000
943000 - "Office Expense"(in 941000)	0
944000 - "Computer Expenses"	3,490
94500 - "Insurance & Taxes"	6,000
	36,440

This amount represents about 37% of the Chamber of Commerce Operations Budget

*does not include benefit & taxes

Visitors' Center (and Gift Shop)

How is allocation of Kim Thomas' Salary & Benefits determined?

Proportioned between her roles as the CVB Director and the Manager of the Visitor Center and Gift Shop.

If other employees (Amanda Cummings, Jamie Matthews, Nancy Cordner, Ruth Samuels, Catherine Stokes, Shana Cross) are allocated from Chamber how are allocations determined?

There are no allocations for these employees from the Chamber. All of the Salaries at the Visitor Center and Gift Shop come from that site. Please call me if you have any additional questions. Thank you.

rel-

From: "Kimm Thomas" <kthomas@chamber.huntsville.tx.us>
To: "Stephanie Brim" <SBrim@huntsvilletx.gov>; "Lanny Ray (External Email Account)" <lannyray@crmblaw.com>;
"Lanny Ray" <LRay@huntsvilletx.gov>; <wayne.barrett@suddenlink.net>; "Dick Lindemann" <rel-
@suddenlink.net>; "Connie Heiland" <connie@solutionsmap.com>; "Linda Pease" <LPease@huntsvilletx.gov>
Cc: "Winston Duke" <WDuke@huntsvilletx.gov>; "Charles Forbus" <CForbus@huntsvilletx.gov>
Sent: Wednesday, March 18, 2009 5:23 PM
Subject: RE: HOT board meeting

Good Afternoon:

After reviewing the questions for the HOT board meeting, I wanted to reiterate before our meeting tomorrow night that no HOT Funds are being utilized within the Gift Shop.

See you all tomorrow.

Kimm Thomas
Vice President
Convention & Visitors Bureau
Huntsville/Walker County Chamber of Commerce
PO Box 1230
Huntsville, Texas 77342
936-295-8113 / 800-289-0389
kthomas@chamber.huntsville.tx.us
www.huntsvilletexas.com

3/18/2009



CITY OF
Huntsville

Incorporated in 1845 under the Republic of Texas

March 27, 2009

Dee Everett
President and CEO
Huntsville-Walker County Chamber of Commerce
1327 11th Street
P. O. Box 538
Huntsville, Texas 77342-0538

Dear Mrs. Everett:

In preparation for our next Hotel Occupancy Tax Board meeting, I request that you provide the following documentation no later than Thursday, April 2, 2009. You may provide one copy to City Secretary Stephanie Brim who will then make copies and distribute to all HOT Board members.

The documents and other written records requested are:

- Ledgers, account statements, books, etc. for all managed HOT fund accounts for 2006, 2007 and 2008;
- All associated bank statements;
- All credit card statements that are paid for with HOT funds;
- Payroll expenses for all CVB, gift shop, and Chamber of Commerce employees;
- Expense ledger and account statements for all Chamber of Commerce operating expenses;
- Transcripts and samples of all HOT fund purchased media advertisements excluding brochures; and
- All documents that could substantiate or support the contention that the managed HOT funds are being spent to directly promote tourism and the hotel industry.

If you have any questions, you may reach me through the City Secretary's Office at 936.291.5403.

Sincerely,

Charles Forbus, Councilmember Position 3
Chair, Hotel Occupancy Tax Board

CF/sb



April 2, 2009

Councilman Charles Forbus
Chair, Hotel Occupancy Tax Board
City of Huntsville
1212 Avenue M
Huntsville, TX 77340

Dear Mr. Forbus:

Enclosed you shall find the documents that you requested from us in your letter dated March 27, 2009. I hope that we have included everything you need for study and if you have any questions that you will feel free to give Kimm Thomas or me a call.

The Chamber of Commerce is *not* a governmental agency and therefore "chamber" funds are not subject to an Open Records request. However, as a professional courtesy we are happy to share figures related to this study.

I hope you know that we are very proud to partner with the City of Huntsville with the Tourism Contract. As we move forward we hope to strengthen this relationship as we go about our mission to *directly enhance and promote tourism and the convention and hotel industry.*

Sincerely,

Dee Everett
President

April 13, 2009

HOT Review Board
C/O
Councilman Charles Forbus
Chairman, HOT Review Board
1212 Ave. M
Huntsville, TX 77340

Dear Mr. Forbus:

I am following up to the HOT Review Board meeting on the evening of April 9, 2009. Per the discussion from that evening we are working swiftly to collect and deliver the information that the committee has requested in a very timely manner. I apologize for any void of information that existed and promise to do our best to provide EVERYTHING requested. In doing so, it was my understanding that the committee would still and/or now like to look at the following:

- a) **Annotation and invoicing of all advertising for 2008**
- b) **Draft surveys we have created for tracking the hotel occupancy results**
- c) **Bank Statements for all accounts with HOT funding**
- d) **Actual credit card statements with receipts attached for all HOT funded activities**
- e) **Copies and/or transcripts for all advertising specifically in the Huntsville Item and KSAM radio.**

This is everything that we recorded in your request. If there is anything that we may have missed please let us know ASAP, as we would like to make sure you have all desired information.

I understand that in your Friday meeting Todd Armstrong advised this may take more time than originally anticipated and made you aware that it may take a few days, but the requested documents will be in Winston's office before the end of the week for his review.

Lastly, Mr. Forbus, I do appreciate your professionalism and guidance during the meeting. We have always considered this a public/private partnership and hope we might proceed in such a manner through this fact finding study. Our executive committee will today review our annual audit conducted by the professional auditors at Ken Davis, CPA. We will make sure that you receive one with our packet to be delivered ASAP.

Sincerely,

Dee Everett
President

CC: Hot Review Board Members
Bill Baine, City Manager
Winston Duke, Finance Director
Todd Armstrong, Chairman of the Board
George Miles, Vice Chair – ED & Tourism

MEMORANDUM

To: HOT Review Board c/o Charles Forbus, Chairman
Winston Duke, Director of Finance, City of Huntsville

From: Kimm Thomas, Vice President
Convention & Visitors Bureau

Cc: Dee Everett, President/CEO, Chamber of Commerce
Todd Armstrong, Chairman
Will Durham, George Miles - Executive Committee Members

Date: May 22, 2009

RE: Current HOT Board Request

At the HOT Board meeting Thursday, May 14 I was requested to follow up with copies of the following documents:
All Bank Statements related to HOT funds, Checks & Invoices,
A list of Groups serviced (other than TDCJ & SHSU) & Huntsville Item Invoices with
tear sheets attached.

We are diligently working to copy the requested documents of the HOT Board, but due to the high volume (3 years) of bank statements, checks & invoices and the similar requests being made by the auditors we are unable to meet our goal to fulfill your request by today, May 22.

In the days before and after your request on May 14 we received multiple requests from Alvarez & Marsal, your contracted auditors. Since they are working on a contract initiated by City Council at the request of the HOT Review Board, we certainly don't want to hold up progress on that audit. The auditors have been in our offices quite a bit over the last two weeks, so we hope you understand the situation.

We have hired an additional person to help fulfill your request, but will still be unable to provide all the necessary documentation by today. It is taking a very considerable amount of time and we are requesting an additional week to complete this task, with Monday being a holiday.

Your immediate response to this memo would be greatly appreciated, but I will follow up with a phone call early this afternoon.

Thank you for your understanding.